



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	ADMINISTRATIVE SUPERVISOR (2 Vacancies)
3	Posting Number	PN # 107218
4	Department	Municipal Courts Administration
5	Division	Public Services
6	Section	Cash Management / Mailroom
7	Reporting Location	1400 Lubbock and/or 8300 Mykawa Road
8	Workdays & Hours	All Shifts, days, and holidays* *Subject to change

9 **DESCRIPTION OF DUTIES / ESSENTIAL FUNCTIONS**
Performs professional administrative assistant duties related to departmental and divisional operations. Duties will include coordinating, preparing and reviewing the preparation of departmental funds including: accounts payable, fixed assets, and contracts. May interview job applicants. Handles issues and information of a highly sensitive nature. Investigates special problems encountered by employees; responds to written and incoming calls from the general public that extend beyond the normal scope of subordinates' responsibilities. Maintain highest professional level of customer service by utilizing efficient problem-solving techniques to address customer concerns and inquiries.

10 **WORKING CONDITIONS**
General office setting.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**
Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**
Three (3) years of experience in personnel, administration, accounting or a closely related are required. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

13 **MINIMUM LICENSE REQUIREMENTS**
None

14 **PREFERENCES**
Strong analytical skills and highly proficient with Windows and Microsoft Office products (Outlook, Word, Excel, PowerPoint, etc) Experience in dealing with people and confidential information.

15 **SELECTION/SKILLS TESTS REQUIRED**
None. However, the department may administer and the applicant must successfully complete a computer skill assessment

16 **SAFETY IMPACT POSITION** ☐ Yes ☒ No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 22
\$1,277 - \$2,232 Biweekly \$33,202 - \$58,032 Annually

18 **OPENING DATE** October 19, 2005

19 **CLOSING DATE** October 25, 2005

20 **APPLICATION PROCEDURES**
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** The Human Resources Department TDD phone number is (713) 837-9471.

An equal opportunity employer